

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2172 **TITLE:** SUPERVISING GRAPHIC ARTIST **GRADE:** S-20

DEFINITION:

Under direction, to supervise assigned personnel and to perform difficult and varied graphic work; to be responsible for the preparation of material for departmental and commercial reproduction; and to do related work as required.

TYPICAL TASKS:

Assigns, supervises and reviews work of subordinate graphic artists;
Coordinates work of the section with the overall schedules and policies of the division;
Edits all work upon completion for accuracy and conformance with standards before referral to supervisor for final review;
Provides for the procurement of materials, supplies, and equipment and compiles proposed Branch budget;
Performs responsible graphic art work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the materials, methods and equipment used in mechanical and freehand drawings and lettering;
Knowledge of varied reproduction processes;
Use originality in developing artistic ideas for covers, reports and displays;
Ability to supervise the work of others;
Ability to write clearly and effectively.

EMPLOYMENT STANDARDS:

Graduation from high school and five years of experience in a field related to the graphic presentation of objects, facts or ideas.

08440